



## Bassett Creek Watershed Management Commission

### AGENDA MEMO

Date: October 7, 2015

To: BCWMC Commissioners

From: Laura Jester, Administrator

**RE: Background Information for 10/15/15 BCWMC Meeting**

1. **CALL TO ORDER and ROLL CALL**
2. **CITIZEN FORUM ON NON-AGENDA ITEMS**
3. **APPROVAL OF AGENDA – ACTION ITEM**
4. **CONSENT AGENDA**
  - A. Approval of Minutes – September 17, 2015 Commission meeting- ACTION ITEM with attachment
  - B. Approval of October 2015 Financial Report - ACTION ITEM with attachment
  - C. Approval of Payment of Invoices - ACTION ITEM with attachments
    - i. Keystone Waters, LLC – September 2015 Administrator Services
    - ii. Barr Engineering – September 2015 Engineering Services
    - iii. Amy Herbert – September 2015 Secretarial Services
    - iv. ACE Catering – October 2015 Meeting Refreshments
    - v. Wenck – September 2015 WOMP Monitoring
    - vi. HDR – August 2015 Website Redesign Project
    - vii. Kennedy Graven – August 2015 Legal Services
  - D. Approval to Set BCWMC Technical Advisory Committee Meeting for November 5, 2015 – ACTION ITEM no attachment - *The TAC meeting held on September 8<sup>th</sup> included productive discussions on the Channel Maintenance Fund policy a Channel Maintenance Fund request from Crystal, and the Roles & Responsibilities for Flood Control Project Rehab and Replacement. However, each of these items requires further discussion at a future meeting. Staff recommends setting a BCWMC TAC meeting for Thursday November 5<sup>th</sup> at 1:30 p.m. at the Golden Valley City Hall.*
  - E. Approval of City of Minneapolis Reimbursement Request for CR2012 Main Stem Restoration Project – ACTION ITEM with attachment – *On 9/15/11, the Commission entered an [agreement](#) with the City of Minneapolis to design and construct the CR2012 Main Stem Restoration Project. The project is largely complete and the City is requesting a reimbursement for \$555,322.76. Staff reviewed the invoices and documentation accompanying the reimbursement request and recommends approval of the request.*
  - F. Approval of Residential Project in Golden Valley – ACTION ITEM with attachment - *The proposed project includes landscaping and installation of a berm to improve the flood protection at a single family home in Golden Valley, in the Bassett Creek Main Stem subwatershed. Approximately 2,900 square feet will be graded to construct the project which results in no change in the impervious surface of the parcel. The project is located within the Bassett Creek floodplain. Although the project will result in 50 cubic feet of fill within the floodplain, the project will provide 50 cubic feet of compensatory storage on the site, immediately adjacent to the floodplain. Staff recommends approval of the project.*
  - G. Approval of User Agreement with Hennepin County for Use of Pictometry Data – ACTION ITEM with attachment – *Hennepin County is offering free access to pictometry data through user agreements (attached) with authorized political units such as the BCWMC. Pictometry is aerial imagery that shows the fronts and sides of buildings and locations on the ground. The data may be useful for Commission projects or development reviews. The BCWMC's legal counsel reviewed the agreement and, aside from correcting the BCWMC organization name at the beginning of the document, has no concerns about entering this agreement. Staff recommends approving the agreement. The Commission Engineer will be the designated user of the data on behalf of the Commission.*
5. **BUSINESS**

- A. Receive Financial Accounting of Watershed Management Plan Development – **INFORMATION ITEM with attachment** – *With the Watershed Plan complete and distributed (CDs and paper copies will be distributed at this meeting), it's time to look back at the whole process and the finances of the Plan's development. Attached is a memo and table with a review of these items. Staff will further elaborate and/or answer questions of the Commission.*
- B. Consider Ordering Feasibility Study for Bassett Creek Main Stem Restoration Project, Minneapolis (2017CR-M) – **ACTION ITEM with attachment** – *This item was tabled at the September Commission meeting with an amended motion by Alternate Commissioner Scanlan and second by Commissioner Mueller for the City of Minneapolis to move forward with the feasibility study for reaches 1 and 2 as presented in the proposal from Barr Engineering. The item was tabled after comments from me and some Commissioners stating the need for more detail within the feasibility study proposal. Since the September meeting, the City of Minneapolis has requested that the Commission coordinate the feasibility study, rather than the City coordinating the study under an agreement between the City and the Commission. Therefore, the revised proposal presented here is addressed to the Commission. It was revised to incorporate additional detail, including the [BCWMC Feasibility Criteria](#). I recommend a withdrawal of the motion from the September meeting and a new motion ordering the feasibility study, to be coordinated by the Commission, for all three reaches of the Bassett Creek Main Stem for an amount not to exceed \$86,800 as presented in the attached proposal.*
- C. Receive Update on XP-SWMM Phase II Project – **INFORMATION ITEM with attachment** – *At the April 2015 meeting, the Commission directed the Commission Engineer to begin work on the XP-SWMM Phase II Project following the scope of work outlined in a [memo from the Commission Engineer](#). At the August 2015 meeting, at the request of the Commission, the Commission Engineer presented [further detail](#) regarding the tasks that will be completed as part of the project. The project is well underway with several tasks complete or nearly complete. The Commission Engineer drafted the project update attached and is happy to answer questions from the Commission about progress of the project.*
- D. Receive Update on Feasibility Study for 2017 Plymouth Creek Restoration Project – **INFORMATION ITEM with attachment** – *The Commission Engineer and I, with assistance from Plymouth city staff, are working on the feasibility study. A public open house and input meeting will be held at Plymouth City Hall on 10/26, 7:00 – 8:30 p.m. Attached is the letter to be mailed to area residents on 10/12. A similar notice will be posted at Plymouth Creek Park in hopes of engaging users of the disc golf course that spans the creek within the restoration area. To date, the Commission Engineer completed initial site visits and geomorphic assessments, reviewed background information and available modeling, completed field work for wetland delineation and Phase I environmental assessment, initiated a cultural and historical resources review with a subcontractor, and began developing initial concepts to discuss with stakeholders.*
- E. Receive Update on Website Redesign Project – **INFORMATION ITEM no attachment** – *I am meeting with the web designer on 10/8 and will provide a verbal update to the Commission on the progress of the website at this meeting.*
- F. Consider Administrator Request to Attend Minnesota Association of Watershed District's Annual Conference – **ACTION ITEM with attachment – full document online** – *I am requesting approval to attend the [MAWD conference](#) December 3<sup>rd</sup> and 4<sup>th</sup> in Alexandria again this year, including the pre-conference workshop: "Community Response to Changing Landscapes and Climate: Identifying Barriers and Opportunities for Adaptation Planning in our Watersheds." Highlighted titles in the attached conference agenda are sessions I am interested in attending on behalf of the Commission. Total expenses (plus my time in conference sessions) would not exceed \$545 and would fit within the 2015 Administrator budget. (Expenses = \$100 workshop + \$185 conference registration + \$100 one night lodging + \$160 mileage)*

## 6. COMMUNICATIONS

- A. Administrator's Report – *written memo is attached*
- a. Reminder of Wednesday November Commission Meeting

- b. Report on NEMO Winter Maintenance Workshop
- B. Chair
- C. Commissioners
  - a. Report on Golden Valley Arts and Music Festival
  - b. Report on Water Resources Conference
- D. TAC Members
- E. Committees
- F. Legal Counsel
- G. Engineer

**7. INFORMATION ONLY (Information online only)**

- A. CIP Project Update Chart
- B. Grant Tracking Summary and Spreadsheet
- C. WMWA Water Links Newsletter
- D. BCWMC Volunteer Appreciation Press Release

**8. ADJOURNMENT**

**Upcoming Meetings & Events**

- Plymouth Creek Restoration Project Public Input Meeting: Monday October 26<sup>th</sup>, 7:00 p.m., Plymouth City Hall
- BCWMC Technical Advisory Committee Meeting: Thursday November 5<sup>th</sup>, 1:30 p.m., Golden Valley City Hall
- BCWMC Regular Meeting: **WEDNESDAY** November 18<sup>th</sup>, 8:30 a.m. Golden Valley City Hall